

## Training Cleanup

After training users using the RTI Training Outline, Complete these cleanup steps before conducting another training.

### Cleanup

↶ **Cleanup:** Delete the user bank you created in the **Intervention goal statement** field in the Tier 2 RTI Plan.

1. Locate the specified field in an incomplete Tier 2 RTI Plan.
2. Click into the field and select **edit bank**.
3. Select the **X** to delete the bank.

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↶ **Cleanup:** Delete the documents you created for Test001 during training.

- Both Tier 2 RTI Plans
- Tier 2 RTI Progress Report
- Tier 2 RTI Follow Up

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↶ **Cleanup:** Delete the documents created by attendees on the other test students (as needed). If you have enough unused test students, you can give a different set of test students to the new attendees and leave the existing documents. If you do delete the attendees' documents, make sure you wait until they are done testing/exploring with their test documents.